

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2098.64
DO NOT DISCARD UPON REMOVAL
DATE: 6/27
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

117026522

DEPOSIT TICKET

CURRENCY	DOLLARS	CENTS
100.00	100	00
20.00	20	00
10.00	10	00
5.00	5	00
1.00	1	00
0.50	0	50
0.25	0	25
0.10	0	10
0.05	0	05
0.01	0	01
TOTAL	137	02

DEPOSIT PREPARED BY *[Signature]*

DEPOSIT VERIFIED BY *[Signature]*

PRINT NAME *[Signature]*

DEPOSIT BAG # *1170210577*

TOTAL *137.02*

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #ZZN54431

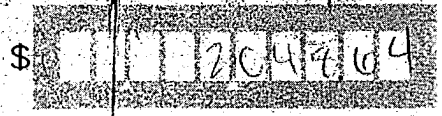
TOTAL ITEMS ☒

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET



STARBUCKS COFFEE COMPANY
STORE #3421
WEST 23RD & 8TH



⑈ 3421 ⑈ ⑆ 608100001 ⑆ 081 25 14601 ⑈

Cash Management Log

DAY- _____ DATE - 1 / 1

SAFE COUNT										
NAME	OPEN:		MID 1: 42		MID 2: 42		MID 3:		CLOSE: 42	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6AM	6:25AM	6:30	6:45	2:47				3:52	11:22
\$0.01	14	14	14	10	10				10	10
\$0.05	2	2	2	2	2				2	2
\$0.10	210	210	210	195	195				195	195
\$0.25	260	260	2100	190	190				190	180
\$1.00	144	144	144	123	23				123	115
\$2.00	0	0	0	0	0				0	0
\$5.00	1005	1005	1005	800	800				800	760
\$10.00	160	160	160	200	200				200	200
\$20.00	606	606	600	880	880				880	940
OTHER \$'s	0	0	0	0	0				0	0
Total Change Fund	2100	2100	2100	2100	2100				2100	2100
# Tills/Total \$	4200	0	0	0	0				0	0
# Till Drops	11	11	10	3	3				Lock	Lock
Cust. Recov. Cert.	52	52	52	52	52				52	52
P-Card	0/N	0/N	0/N	0/N	0/N	Y/N	Y/N	Y/N	0/N	0/N
# Tip Bags	42	42	100	0	0				Lock	Lock
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	42	Taken By Cash Controller:	42
Preparing Deposit:	42	Date to Bank:	10/28
Start Time:	11:50	Time to Bank:	
Deposit Bag #:	117026537	Deposit Bag #:	117026537
Banking Witness:	42	Banking Witness:	42
Deposit \$:	2048.64	Bank Validated \$:	2048.64
Completion Time:	12:30	Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
13/10/1	DM	52179466		8:15
		52179465		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Thursday

DATE - 10/28/10

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Amber	6146353	PM	1:10
Amber	6146347	BR	11:09

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Blaine	6146344	PM	3:40
Damian	6146345	BR	11:09

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Glen	6146359	PM	11:25

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andree	6146355	PM	1:15
Brett	6146343	BR	11:21

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$

1057.44

DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

DATE: 10/26

117026513

TOTAL ITEMS	5
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CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET

10/29



STARBUCKS COFFEE COMPANY
STORE #3421
WEST 23RD & 8TH

11702511 AL ONE BANK

9

113421 160810000 1081 25 14601

DAY- Thursday DATE- 10/28/10

SAFE COUNT										
NAME	OPEN: 10:10		MID 1: 11:15		MID 2:		MID 3:		CLOSE: 12:00	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6:00	7:45	7:45	4:15					6:00	12:00
\$0.01	10	10	10	110					10	110
\$0.05	20	0	20	20					20	12
\$0.10	145	145	145	150					150	150
\$0.25	180	180	180	200					200	280
\$1.00	115	115	115	177					177	177
\$2.00	0	0	0	0					0	0
\$5.00	760	760	760	1205					1305	1255
\$10.00	200	200	200	210					210	230
\$20.00	940	940	940	220					220	260
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	2400	2400	2400	2400					2400	2400
# Tills/Total \$	1200	0	0	0					0	40200
# Tills Drops	0	0	0	0					0	0
Cust. Recov. Cert.	52	5	52	52					52	52
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	100	100	100	100					100	100
Comments:										

Signature:	\$ Amount Entered:
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Deposit Prep		Deposit to Bank	
Cash Controller:	U2	Taken By Cash Controller:	U2
Preparing Deposit:		Date to Bank:	10/28
Start Time:	12:00	Time to Bank:	2:40
Deposit Bag #:	1170260513	Deposit Bag #:	1170260513
Deposit Witness:		Banking Witness:	
Deposit \$:	2057.99	Bank Validated \$:	2057.99
Completion Time:	12:15	Bank Validation Time:	2:40
Change Order \$:	330	Change \$ Received:	330
Comments:		Comments:	

***Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

[illegible]

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - _____

DATE - _____

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kamryn	06146351	BMT	10:45
Liz	06146351	BMT	1:30
EXCESS	06146337	GT	7:59

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Omari	06146335	GT	11:56

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Amber	06146334	BMT	1:30
Fred	06146333	GT	12:10

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

129007578

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2396.40
DO NOT DISCARD UPON REMOVAL DATE: 10/29
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

TransSource

DEPOSIT TICKET

DATE: 10/29/11

TIME: 3:08 PM

10/29/11 3:08 PM

CHECK #	AMOUNT	CHECK TYPE	DEPOSITED
10011000812514601	\$2.39	CASH	
10011000812514601	\$1.00	CASH	
10011000812514601	\$0.36	CASH	
TOTAL \$3.75			

STARBUCKS COFFEE COMPANY

STORE #3421

WEST 2050 & 8TH

CAPITAL ONE BANK

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME [Signature]

DEPOSIT BAG # 17000757

TOTAL \$3.75

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #ZZN54431

DEPOSIT TICKET

STARBUCKS

10011000812514601

DEPOSIT TICKET

STARBUCKS

10011000812514601

DRB 04291

Cash Management Log

DAY- Friday DATE - 10/29/2010

SAFE COUNT

NAME	OPEN: <u>U2</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>Gaby</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>6:00</u>	<u>1:40</u>			<u>5:00</u>	<u>12:05</u>
\$0.01	<u>11</u>	<u>11</u>			<u>11</u>	<u>9</u>
\$0.05	<u>12</u>	<u>6</u>			<u>6</u>	<u>2</u>
\$0.10	<u>150</u>	<u>115</u>			<u>115</u>	<u>110</u>
\$0.25	<u>270</u>	<u>200</u>			<u>200</u>	<u>180</u>
\$1.00	<u>199</u>	<u>176</u>			<u>178</u>	<u>188</u>
\$2.00	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
\$5.00	<u>1255</u>	<u>1000</u>			<u>1060</u>	<u>890</u>
\$10.00	<u>220</u>	<u>220</u>			<u>220</u>	<u>220</u>
\$20.00	<u>200</u>	<u>580</u>			<u>580</u>	<u>890</u>
OTHER \$'s	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
Total Change Fund	<u>2400</u>	<u>2400</u>			<u>280</u>	<u>2400</u>
# Tills/Total \$	<u>0</u>	<u>0</u>			<u>0</u>	<u>4000</u>
# Till Drops	<u>100M</u>	<u>3</u>			<u>72</u>	<u>Ti</u>
Cust. Recov. Cert.	<u>52</u>	<u>52</u>			<u>52</u>	<u>52</u>
P-Card	<u>Y(N)</u>	<u>Y(N)</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y(N)</u>
# Tip Bags	<u>101K</u>	<u>4</u>			<u>7L</u>	<u>TL</u>
Comments:						

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	<u>U2</u>	Taken By Cash Controller:	<u>U2</u>
Preparing Deposit:	<u>U2</u>	Date to Bank:	<u>10/29</u>
Start Time:	<u>12:15</u>	Time to Bank:	<u>1:00</u>
Deposit Bag #:	<u>120007578</u>	Deposit Bag #:	<u>120007578</u>
Deposit Witness:		Banking Witness:	
Deposit \$:	<u>2396.40</u>	Bank Validated \$:	<u>2396.40</u>
Completion Time:	<u>12:05</u>	Bank Validation Time:	<u>1:00</u>
Change Order \$:	<u>NA</u>	Change \$ Received:	<u>NA</u>
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>B31201</u>	<u>DM</u>	<u>52179469</u>	<u>GT</u>	<u>1:20</u>
<u>B31201</u>	<u>DM</u>	<u>52179468</u>	<u>GT</u>	<u>1:20</u>
<u>B31201</u>	<u>DM</u>	<u>52179469</u>	<u>GT</u>	<u>1:20</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - Saturday

DATE - 10/30/10

~~No Duty Roster~~~~Milk Counts~~~~34 SKIM~~~~17 WHOLE~~~~10 Heavy Cream~~~~4 Egg nog~~~~5 2%~~

Grady. Please
Restock everything you
can before you leave
tonight to make room for
Sunday's order. Thanks!

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kumran	06146331	GF	12:48
EXCESS	06146325	GF	8:12

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Amber	06146327	GF	11:33

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Omar	06146329	GF	8:12

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Jario	06146323	GF	12:03

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

129007577

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 235.43
DO NOT DISCARD UPON REMOVAL DATE: 10/30
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

Cash Management Log

DAY- Saturday DATE- 10/30/10

SAFE COUNT										
NAME	OPEN: <u>Brett</u>		MID 1:		MID 2: <u>D</u>		MID 3:		CLOSE: <u>Gaby</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:42	1:38			1:12	5:40			5:45	12:08
\$0.01	9	9			9	6			6	3
\$0.05	22	2			2	0			0	0
\$0.10	110	110			110	100			100	95
\$0.25	180	180			170	150			150	90
\$1.00	189	189			179	169			169	192
\$2.00	0	0			0	0			0	0
\$5.00	890	930			930	740			795	680
\$10.00	300	340			340	290			240	240
\$20.00	800	640			640	940			940	1100
OTHER \$'s	0	0			0	0			0	0
Total Change Fund	2400	2400			2400	2400			2400	2400
# Tills/Total \$	40200	005			0	0			0	42200
# Till Drops	TL	0			1	TL			TL	TL
Cust. Recov. Cert.	52	52			52	52			52	52
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	TL	7			7	TL			TL	TL
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>Brett Rogers</u>	Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:	<u>1:09</u>	Time to Bank:	
Deposit Bag #:	<u>12900275777</u>	Deposit Bag #:	
Deposit Witness:	<u>[Signature]</u>	Banking Witness:	
Deposit \$:	<u>2335.43</u>	Bank Validated \$:	
Completion Time:	<u>1:30</u>	Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments: (-9.00) only 6 bags for 9 or so people.		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1551801</u>	<u>TL</u>	<u>52179470</u>	<u>FB</u>	<u>4:30 PM</u>
<u>1551801</u>	<u>TL</u>	<u>52179471</u>	<u>FB</u>	<u>4:30 PM</u>
<u>1551801</u>	<u>TL</u>	<u>52179472</u>	<u>CF</u>	<u>11:58 PM</u>

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - SundayDATE - 10/31/10

Andrew's till (1 top) not counted back yet

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	6140321	BR	3:50
Liz	9140042	BR	11:10
Fred	50979234	GT	12:00

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Glen	5651851	BR	11:07
Dario	51051007	BR	11:10

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Imor	5651849	BR	5:30

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

129007576

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2565.37
DO NOT DISCARD UPON REMOVAL DATE: 10/31/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

Cash Management Log

DAY- Sunday DATE - 10/31/10

SAFE COUNT

NAME	OPEN: <u>Brett</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>112</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>6:10</u>	<u>2:37</u>			<u>3:00</u>	<u>11:10</u>
\$0.01	<u>3</u>	<u>5</u>			<u>3</u>	<u>5</u>
\$0.05	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
\$0.10	<u>45</u>	<u>95</u>			<u>95</u>	<u>95</u>
\$0.25	<u>90</u>	<u>90</u>			<u>90</u>	<u>90</u>
\$1.00	<u>192</u>	<u>217</u>			<u>217</u>	<u>105</u>
\$2.00	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
\$5.00	<u>180</u>	<u>745</u>			<u>745</u>	<u>390</u>
\$10.00	<u>240</u>	<u>430</u>			<u>430</u>	<u>400</u>
\$20.00	<u>1100</u>	<u>820</u>			<u>820</u>	<u>1400</u>
OTHER \$'s	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
Total Change Fund	<u>2400</u>	<u>2400</u>			<u>2400</u>	<u>2400</u>
# Tills/Total \$	<u>10200</u>	<u>0.0</u>			<u>0</u>	<u>4000</u>
# Till Drops	<u>100</u>	<u>5</u>			<u>100</u>	<u>100</u>
Cust. Recov. Cert.	<u>52</u>	<u>52</u>			<u>52</u>	<u>52</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>100</u>	<u>10</u>			<u>100</u>	<u>100</u>
Comments:						

Report Store Operating Funds

Signature:	\$ Amount Entered:
------------	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>Brett Rogers</u>	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time: <u>11:20</u>	Time to Bank:
Deposit Bag #: <u>1290975769</u>	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$: <u>2565.37</u>	Bank Validated \$:
Completion Time: <u>12:13</u>	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments: <u>(-28.83) had to audit 1 top b/c it wasn't dropped from last night</u>	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	<u>Brett Blake</u>
Date:	<u>10/31/10</u>
Partner Name:	<u>Andrea</u>
Register ID	<u>1 Top</u>
Over/Short \$:	<u>+229.98</u>
Comments:	<u>Never dropped at 8:15 P.M. from yesterday</u>

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1840769</u>	<u>F.B.</u>	<u>52179473</u>	<u>DM</u>	<u>6:58 PM</u>
<u>1552177</u>	<u>DM</u>	<u>52179474</u>	<u>ET</u>	<u>11:00 PM</u>

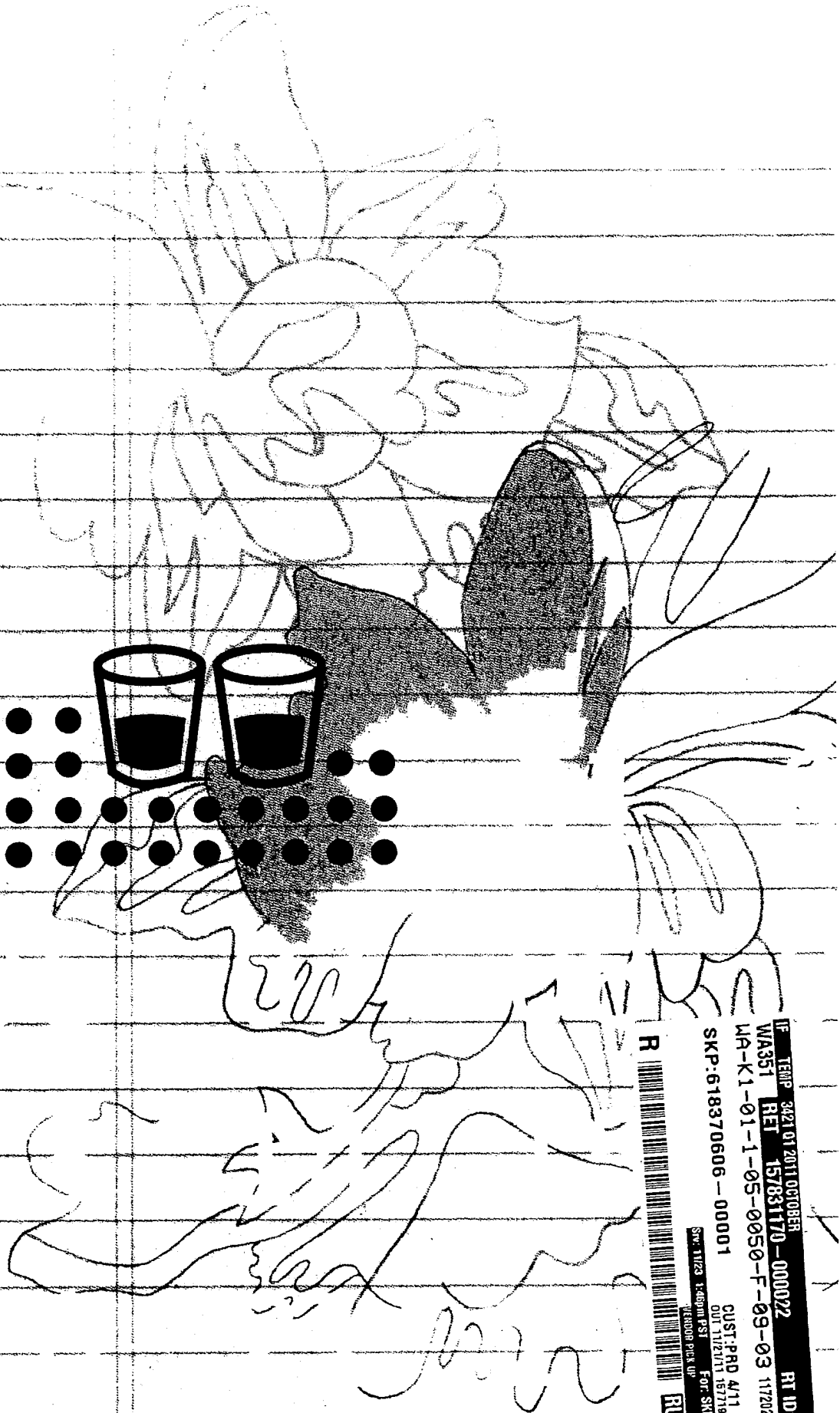
PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM VERIFICATION

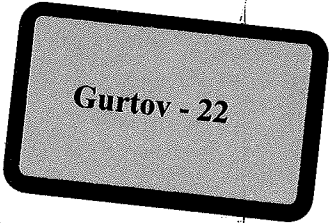
DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.



R
TEMP 3421 01 2011 OCT 08 33
WA351 RET 157831170-000022 RT ID: CP
WA-K1-01-1-05-0050-F-09-03 11720231
SKP:618370606-00001
CUST:PRD 4/11
OUT 11/23/11 16718287
SHP 11/23 1:46pm PST
VENDOR PICK UP FOR SHIP
RUSH

STORE NUMBER _____

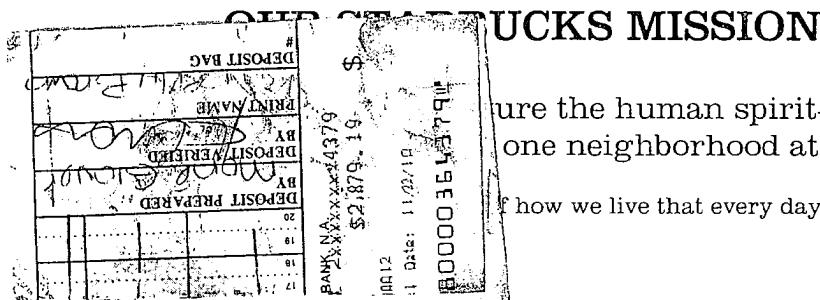


7255



STORE NUMBER _____





ure the human spirit—
one neighborhood at a time.

if how we live that every day:

Our Coffee

It has always been, and will always be, about quality.
We're passionate about ethically sourcing the finest coffee beans,
roasting them with great care,
and improving the lives of people who grow them.
We care deeply about all of this; our work is never done.

Our Partners

We're called partners, because it's not just a job, it's our passion.
Together, we embrace diversity to create a place where each of us can be ourselves.
We always treat each other with respect and dignity.
And we hold each other to that standard.

Our Customers

When we are fully engaged,
we connect with, laugh with, and uplift the lives of our customers—
even if just for a few moments.
Sure, it starts with the promise of a perfectly made beverage, but our work goes far beyond that.
It's really about human connection.

Our Stores

When our customers feel this sense of belonging,
our stores become a haven, a break from the worries outside, a place where you can meet with friends.
It's about enjoyment at the speed of life—sometimes slow and savored, sometimes faster.
Always full of humanity.

Our Neighborhood

Every store is part of a community, and we take our responsibility to be good neighbors seriously. We want to be invited in wherever we do business. We can be a force for positive action—bringing together our partners, customers, and the community to contribute every day. Now we see that our responsibility—and our potential for good—is even larger. The world is looking to Starbucks to set the new standard, yet again. We will lead.

Our Shareholders

We know that as we deliver in each of these areas, we enjoy the kind of success that rewards our shareholders. We are fully accountable to get each of these elements right so that Starbucks—and everyone it touches—can endure and thrive.

Onward.



HELPLINE AND EMAIL REFERENCE GUIDE

STORE OPERATIONS		
Accounts Payable	APCustomerCare@starbucks.com (888) 796-5282 ext. 20631-84307	Questions regarding invoices and payment status
Enterprise Help Desk (EHD)	(888) 796-5282 ext. 1	All POS/MWS computer system related issues, IT hardware, software, network, telephone
Entertainment Support Desk (ESD)	(888) 796-5282 ext. 1	For 32" LCD screen, Black Box, "Now Playing" equipment stores
Facility Contact Center (FCC)	(877) 728-9349	Brewing, grinding, Alarm System, Safe, Drive Thru headsets, and building facility issues (i.e. roof leaks, parking lot, landscaping)
Inventory	retinv@starbucks.net (888) 796-5282 ext. 20631-88441	Questions regarding cycle counts, coffee counts, full inventories and P&L inventory adjustments
Licenses and Permits	(888) 796-5282 ext. 20631-88705	Questions regarding licenses or permits
Play Network Customer Service	(888) 567-PLAY	Order CDs if necessary for overhead play
Promo/Operations Hotline	(888) 796-5282 ext. 50000-51184 option 3	Requests for promotional materials (Workbook, Siren's Eye, training materials, job aids), Daily Records Books and Duty Roster Notebooks. Questions regarding Siren's Eye, operational issues, products, beverages, or Hear Music.
Purolator Shipping Labels	(800) 326-4963 ext. 4240 (CN)	Order preprinted shipping labels for mailpack to the SSC (CN)
Retail Accounting	RetAcct@starbucks.net	Questions regarding P&L
Sales Audit	SalesAudit@starbucks.net	Questions regarding banking issues and overs/shorts
Sales Reporting Hotline	(888) 796-5282 Ext. 20631-87400	For questions from a landlord or mall office representative requesting store sales information
Signage	Preferred: signage@starbucks.com Back up: (888) 796-5282 ext. 20631-84782	Requests for promotional signage, Drive thru and interior menu inserts, pastry signage, non-SKU'd core signage and POS transaction policy stickers
Starbucks North America Voicemail (SNA VM)	(888) 729-5656	Field and support partner access
EMERGENCIES AND SECURITY		
Emergency Communications	(800) 923-BEAN [2326] ext. 2	Message board used for unexpected emergencies and information
Global Security Operations Center - GSOC	(888) 796-5282 ext. 85400	Report non-emergency and emergency security incidents
Risk Management/Quality Assurance	(888) 796-5282 ext. 3	Report damage to store property, work-related injuries, and customer incidents
Product Quality Hotline	(888) 796-5282 ext. 3, option 3	Report specific product quality issues
PAYROLL AND PARTNER RESOURCES		
Canadian Benefits Centre	(866) 821-7913	To enroll or review your Benefit selections and RRSP contribution
Employee Assistance Program	(800) 327-5564 (U.S.) (800) 268-5211 (CN)	For assistance with personal issues and services to help balance work and life
Partner Contact Center (PCC)	(866) 504-7368	Questions regarding pay- related issues, reporting partner injuries, benefit inquiries and direct deposit assistance Canada only - contact for personal information and direct deposit changes
US Benefits Center	(877) SBUX-BEN [7289-236]	To enroll, review elections, and make changes to Benefits
Partner Self Service/My Partner Info	Store Portal	View/update personal information including direct deposit, sick/vacation time, address, emergency contact, W-4
CORPORATE COMPLIANCE		
Business Conduct Helpline	(800) 611-7792 (866) 614-0760 – French-speaking partners	One of several ways that partners may ask questions or report concerns regarding Business Code of Conduct

The following is the only information that may be provided to customers.

CUSTOMER SERVICE		
Customer Relations	(800) 23-LATTE [52883]	Store locations, donation requests, customer comments and questions, and equipment returns
Investor Relations	(888) 796-5282 20631-87118	Starbucks stock information.
Media Relations	(206) 318-7100	Starbucks media inquiries
Starbucks Internet website	Starbucks.com	Company information, Starbucks Card, nutritional information, job postings, etc.
Starbucks Card	(800) 782-7282	Questions regarding Starbucks Card

DAILY RECORDS BOOK

Use of the Daily Records Book (DRB)

This monthly book is used to record daily store information and is divided into weekly tabs for quick reference.

Retention and Destruction

For security and legal compliance, the Daily Records Book must remain in store for six months and then be returned for long-term storage and destruction. Every six months you will receive communication requiring all DRBs older than six months to be boxed up and returned using an online return or pre-addressed mailing label. This ensures retention of legally required payroll documents that are included in the DRB.

Calendar

The Daily Records Book contains the Fiscal Year Calendar to use for planning and recording store events.

Checklists and Logs

- **Paid Out Log** is a monthly log located behind the Paid Out tab and is designed to ensure all paid outs are recorded and approved. This log should be reconciled weekly by the store manager.
- **Emergency Wage Advance Log** is a monthly log designed to record all emergency wage paid outs.
- **Store Repair and Maintenance Tracking Log** is a monthly log located in the front of the DRB and is designed to track calls made to the Enterprise Help Desk, Facility and Service Desk and the Facility Contact Center.
- **Punch Communication Log, Borrowed Partner Log, and Paid Time Off Log** are located at the end of the book under the Time and Attendance tab. Use these logs to record key time and attendance information using the policies and procedures on the Time and Attendance tab.

Weekly Tabs

The following information is included in each Weekly Tab section:

- **Store Partner Pages:** a flexible tool to capture store information in one easy-to-reference place.
 - *Store Communication* ~ communicate voicemail, email and barista need-to-know information for all store partners.
 - *Partner Till Drop Log* ~ all partners with assigned tills must complete this section using the policies and procedures behind each Weekly tab.
 - *Safe Count, Change Bank Reconciliation, Deposit, and Partner Till Audit* ~ for details refer to the policies and procedures behind each Weekly tab.
 - *Partner Tip Drop Log* ~ use this log to track all tip bags dropped into the safe on a daily basis.
 - *Partner Tip Drop Removal* ~ use this space to track tip bags being removed from the store safe on a weekly basis.

Miscellaneous

- **Sales Audit Envelope** ~ for credit card slips, refunds, voids and gift certificates.
- **P-Card/Paid Out Envelope** ~ for all P-Card, Paid In and Paid Out receipts.

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The materials in this book should not be reproduced and should not be used by anyone
other than an authorized Starbucks partner.
Keep book secured when not in use.



FISCAL YEAR 2011

Week 5
Nov 1-7

OCTOBER, PERIOD 1—FY '11 10/4/10–10/31/10							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 1	4	5	6	7	8	9	10
week 2	11	12	13	14	15	16	17
week 3	18	19	20	21	22	23	24
week 4	25	26	27	28	29	30	31

APRIL, PERIOD 7—FY '11 4/4/11–5/1/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 27	4	5	6	7	8	9	10
week 28	11	12	13	14	15	16	17
week 29	18	19	20	21	22	23	24
week 30	25	26	27	28	29	30	1

NOVEMBER, PERIOD 2—FY '11 11/1/10–11/28/10							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 5	1	2	3	4	5	6	7
week 6	8	9	10	11	12	13	14
week 7	15	16	17	18	19	20	21
week 8	22	23	24	25	26	27	28

MAY, PERIOD 8—FY '11 5/2/11–5/29/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 31	2	3	4	5	6	7	8
week 32	9	10	11	12	13	14	15
week 33	16	17	18	19	20	21	22
week 34	23	24	25	26	27	28	29

DECEMBER, PERIOD 3—FY '11 11/29/10–1/2/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 9	29	30	1	2	3	4	5
week 10	6	7	8	9	10	11	12
week 11	13	14	15	16	17	18	19
week 12	20	21	22	23	24	25	26
week 13	27	28	29	30	31	1	2

JUNE, PERIOD 9—FY '11 5/30/11–7/3/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 35	30	31	1	2	3	4	5
week 36	6	7	8	9	10	11	12
week 37	13	14	15	16	17	18	19
week 38	20	21	22	23	24	25	26
week 39	27	28	29	30	1	2	3

JANUARY, PERIOD 4—FY '11 1/3/11–1/30/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 14	3	4	5	6	7	8	9
week 15	10	11	12	13	14	15	16
week 16	17	18	19	20	21	22	23
week 17	24	25	26	27	28	29	30

JULY, PERIOD 10—FY '11 7/4/11–7/31/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 40	4	5	6	7	8	9	10
week 41	11	12	13	14	15	16	17
week 42	18	19	20	21	22	23	24
week 43	25	26	27	28	29	30	31

FEBRUARY, PERIOD 5—FY '11 1/31/11–2/27/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 18	31	1	2	3	4	5	6
week 19	7	8	9	10	11	12	13
week 20	14	15	16	17	18	19	20
week 21	21	22	23	24	25	26	27

AUGUST, PERIOD 11—FY '11 8/1/11–8/28/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 44	1	2	3	4	5	6	7
week 45	8	9	10	11	12	13	14
week 46	15	16	17	18	19	20	21
week 47	22	23	24	25	26	27	28

MARCH, PERIOD 6—FY '11 2/28/11–4/3/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 22	28	1	2	3	4	5	6
week 23	7	8	9	10	11	12	13
week 24	14	15	16	17	18	19	20
week 25	21	22	23	24	25	26	27
week 26	28	29	30	31	1	2	3

SEPTEMBER, PERIOD 12—FY '11 8/29/11–10/2/11							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 48	29	30	31	1	2	3	4
week 49	5	6	7	8	9	10	11
week 50	12	13	14	15	16	17	18
week 51	19	20	21	22	23	24	25
week 52	26	27	28	29	30	1	2

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.

Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 – to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

Cash Management Log

STORE COMMUNICATIONS

DAY - Monday DATE - 11/1/10

Keep Jimmy never clocked out for h.3
 half, we were slammed and by the
 time it slowed down, it was just
 us two and we were far behind on
 cleaning. No grande cups, no quarters,
 dimes and nickels.

REGISTER 1 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<u>S&E</u>			

REGISTER 1 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<u>David</u>	<u>12555689</u>	<u>DA</u>	<u>12:45</u>
<u>Jesse</u>			

REGISTER 2 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<u>NONE</u>	<u>12555687</u>	<u>TS</u>	<u>5:00 PM</u>

REGISTER 2 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<u>Lernardo</u>	<u>12555685</u>	<u>TS</u>	<u>12:00</u>

129007574

REGISTER 3 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

Wachovia Bank
 A Division of
 Wells Fargo Bank, N.A.
 Ninth Avenue - 15th Street
 New York

REGISTER 4 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

DEPOSIT TO ACCT# 2XXXXXXXXX4379
 AMOUNT \$2,284.36
 Cash In \$2,284.36
 11/02/10 00192 0029 # 0000021

REGISTER 4 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

Cash Management Log

DAY: Monday DATE: 11/11/10

SAFE COUNT										
NAME	OPEN: <u>Dannie</u>		MID 1: <u>David</u>		MID 2:		MID 3:		CLOSE: <u>Tami</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>5:30A</u>	<u>12:20P</u>	<u>12:20P</u>	<u>4:17P</u>					<u>4:18PM</u>	<u>11:00PM</u>
\$0.01	<u>6</u>	<u>0</u>	<u>0</u>	<u>5</u>					<u>5</u>	<u>4</u>
\$0.05	<u>0</u>	<u>0</u>	<u>0</u>	<u>21</u>					<u>22</u>	<u>20</u>
\$0.10	<u>0</u>	<u>0</u>	<u>0</u>	<u>20</u>					<u>20</u>	<u>15</u>
\$0.25	<u>0</u>	<u>0</u>	<u>0</u>	<u>40</u>					<u>70</u>	<u>48</u>
\$1.00	<u>110</u>	<u>70</u>	<u>70</u>	<u>20</u>					<u>40</u>	<u>43</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$5.00	<u>300</u>	<u>100</u>	<u>100</u>	<u>100</u>					<u>1000</u>	<u>1005</u>
\$10.00	<u>170</u>	<u>170</u>	<u>170</u>	<u>200</u>					<u>208</u>	<u>210</u>
\$20.00	<u>1220</u>	<u>1440</u>	<u>1460</u>	<u>300</u>				<u>300</u>	<u>150</u>	<u>320</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1800</u>	<u>1800</u>	<u>1827</u>					<u>1827</u>	<u>1827</u>
# Tills/Total \$	<u>40200</u>	<u>0</u>	<u>0</u>	<u>5</u>					<u>0</u>	<u>0</u>
# Till Drops	<u>TL</u>	<u>4</u>	<u>4</u>	<u>0</u>					<u>0</u>	<u>0</u>
Cust. Recov. Cert.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>TL</u>	<u>10</u>	<u>10</u>	<u>TL</u>					<u>0</u>	<u>0</u>
Comments:										<u>27\$ over</u>

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>[Signature]</u>	Taken By Cash Controller: <u>[Signature]</u>
Preparing Deposit: <u>[Signature]</u>	Date to Bank: <u>11/11/10</u>
Start Time: <u>2:00</u>	Time to Bank: <u>3PM</u>
Deposit Bag #: <u>1290075344</u>	Deposit Bag #: <u>1290075344</u>
Deposit Witness: <u>[Signature]</u>	Banking Witness: <u>[Signature]</u>
Deposit \$: <u>2264.18</u>	Bank Validated \$: <u>2264.18</u>
Completion Time: <u>2:38PM</u>	Bank Validation Time: <u>3:12</u>
Change Order \$: <u>1700</u>	Change \$ Received: <u>1200</u>
Comments: <u>629/ST 2.36</u>	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager: <u>D. Smith</u>	
Date: <u>11/11/10</u>	
Partner Name: <u>[Signature]</u>	
Register ID: <u>2288</u>	
Over/Short \$: <u>1277</u>	
Comments: _____	

PARTNER TILL AUDIT #2	
Store Manager: _____	
Date: _____	
Partner Name: _____	
Register ID: _____	
Over/Short \$: _____	
Comments: _____	

PARTNER TILL AUDIT #3	
Store Manager: _____	
Date: _____	
Partner Name: _____	
Register ID: _____	
Over/Short \$: _____	
Comments: _____	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>280576</u>	<u>DA</u>	<u>48119200</u>	<u>DS</u>	<u>10:49</u>
<u>1194024</u>	<u>TS</u>	<u>48119180</u>	<u>ED</u>	<u>12:00AM</u>

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:	TIME:	
CC WITNESS (mandatory):			
DROP BAG #S:			

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments: _____	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - _____

DATE - _____

Pretty good close did Fridges, garbages cans
and drains hope store is stocked and
looks clean! Let sirus eye for andy in
the dcr.

Thurs tdo ice coffee cubes in walkin for you
Tierra

total Over \$35.75.

Jimmy let some change for us
but we didnt use it. When he
comes for tall americano give it to him.

REGISTER 1 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
FUNCA 01372	12556220	TJ	6:00PM
Jose-512.81	12556220	TJ	9PM

REGISTER 1 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
David S. 431	12556218	TJ	12:00PM
Andy-38513	12556212	TJ	12:00

REGISTER 2 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tierra-11.10	12456220	TJ	11:10

REGISTER 3 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

PARTNER NAME	DRO	TIME

Deposit

Name	State	Current Balance
Deposit	Finalized	2322.59
Machine	Item	Amount
Starting Till	Cash	48.00
Starting Till	Cash	395.85
Starting Till	Cash	784.09
Starting Till	Cash	100.00
Starting Till	Cash	554.58
Starting Till	Cash	440.07
		Reason

129007573

DEPOSIT TO ACCT# 2XXXXXXX4379

AMOUNT \$2,322.59

Cash In 11/03/10 00192 0061 # 0000148

Time: 02:12 PM

11/7/10

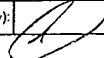
DAY- Tuesday DATE- 11/21/00

Report Store Operating Funds	
Signature:	\$ Amount Entered:

DEPOSIT INFORMATION	
Deposit Prep	Deposit M Bank
Cash Controller	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Time:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	1490324	INITIALS:	N/S
CC WITNESS (mandatory):		TIME:	2pm
DROP BAG #'S:			
48119191	-48119198		
48119193	48119200		
48119195	48119190		
48119189	48119192		
48114188	48119196		
48119194			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

DAY: Tuesday DATE: 11/14/10

SAFE COUNT										
NAME	OPEN	MID 1	MID 2	MID 3	CLOSE					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:00 AM	11:07	11:07	5:15					3:15	12:18
\$0.01	7	1	1	11					11	9
\$0.05	26	18	18	18					18	12
\$0.10	60	30	30	30					30	15
\$0.25	100	0	0	200					200	170
\$1.00	148	142	142	92					92	110
\$2.00	0	0	0	0					0	0
\$5.00	1060	980	980	1090					1090	1095
\$10.00	200	230	230	240					240	230
\$20.00	200	480	480	120					120	100
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	1801	1801	1801	1801					1801	1801
# Tills/Total \$	4/200	0	0	0					0	0
# Till Drops	0	6	0	TL					TL	TL
Cust. Recov. Cert.	0	0	0	0					0	0
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	0	3	3	TL					TL	TL
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Cash Controller:	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	Date:
Partner Name:	Register ID
Over/Short \$:	Comments:

PARTNER TILL AUDIT #2	
Store Manager:	Date:
Partner Name:	Register ID
Over/Short \$:	Comments:

PARTNER TILL AUDIT #3	
Store Manager:	Date:
Partner Name:	Register ID
Over/Short \$:	Comments:

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
1490324	NS	48118953	JB	1:20
14511498	DH	48118954	JS	12:20

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:		
CC WITNESS (mandatory):	TIME:		
DROP BAG #'S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller

DAY - _____ DATE - _____

REGISTER 3 BOTTOM

PARTNER
NAME

te Curr

ized

Amount

1005.48

214.68

204.17

235.06

441.79

396.08

Wachovia Bank
A Division of
Wells Fargo Bank, N.A.
Ninth Avenue & 15th Street
New York

DEPOSIT TO ACCT# 2xxxxxxx4379
AMOUNT \$2,498.26

Cash In \$2,498.26

11/08/06 00192 0058 # 0000029

Cash Management Log

DAY: Friday DATE: 11/5/10

SAFE COUNT									
NAME	OPEN: <u>11:55</u>	MID 1: <u>12:00</u>	MID 2:	MID 3:	CLOSE: <u>11:50</u>				
SAFE COUNT	START	END	START	END	START	END	START	END	END
TIME	6AM	12:00	12:00	4:00					4:00 11:50
\$0.01	9	9	9	12					12 14
\$0.05	12	12	12	20					20 16
\$0.10	15	15	15	30					50 45
\$0.25	170	120	120	190					190 160
\$1.00	110	94	94	94					94 8
\$2.00	8	8	8						
\$5.00	1095	910	910	1435					1435 1215
\$10.00	280	8	8	8					0
\$20.00	160	8	8	0					0 280
OTHER \$'s	8	610	610	1810					2 0
Total Change Fund	1806	1100	1100	1801					1801 1801
# Tills/Total \$	4100	8	8	1210					1210 1210
# Till Drops	8	7	7	7					7 7
Cust. Recov. Cert.	8	8	8	9					9 9
P-Card	0/N	0/N	0/N	0/N	Y/N	Y/N	Y/N	Y/N	0/N 0/N
# Tip Bags	17	5	5	11					11 11
Comments:									

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet.

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>DL</u>	Taken By Cash Controller: <u>DL</u>
Preparing Deposit: <u>12:10</u>	Date to Bank: <u>11/5/10</u>
Start Time: <u>12:10</u>	Time to Bank: <u>2:12</u>
Deposit Bag #: <u>1290075 102</u>	Deposit Bag #: <u>1290075 102</u>
Deposit Witness: <u>1/2/2/2/2</u>	Banking Witness: <u>1/2/2/2/2</u>
Deposit \$: <u>2498.26</u>	Bank Validated \$: <u>2498.26</u>
Completion Time: <u>12:45</u>	Bank Validation Time: _____
Change Order \$: <u>12:45</u>	Change \$ Received: <u>1090</u>
Comments: <u>100/50/10/15</u>	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager: <u>D. Sullivan</u>	
Date: <u>11/5/10</u>	
Partner Name: <u>Partner</u>	
Register ID: <u>101-62101</u>	
Over/Short \$: <u>(\$32)</u>	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
280576	DL	48118955	JR	1:30p
1643960	ST	48118956	EB	12:25

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments: _____	

PARTNER TIP REMOVAL (weekly)			
PARTNER #		INITIALS	
CC WITNESS (mandatory)		TIME	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DAY - Saturday

DATE - 11/20/10

The all trash bags, some were untied in the trash bins.

total smart \$45.93

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DROP LOG

TILL DROP LOG

REGISTER 2 BOTTOM

TILL DROP LOG

TILL DROP LOG

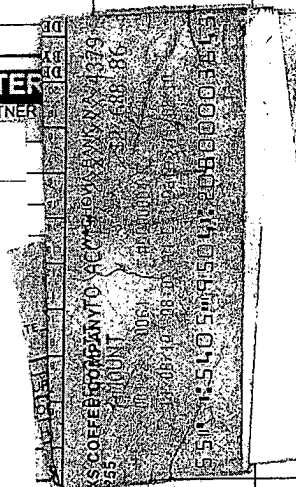
REGISTER

TILL DROP LOG

	PARTNER	ALS	TIME
e			
ized			
amount			
6.69			
296.06			
180.96			
1506.84			
273.04			
425.27			

129007569

Name		State
Deposit		Finalized
Receptacle	Item	Amount
263 - Starting Till	Cash	6.69
264 - Starting Till	Cash	296.06
265 - Starting Till	Cash	180.96
266 - Starting Till	Cash	1506.84
267 - Starting Till	Cash	273.04
269 - Starting Till	Cash	425.27



Cash Management Log

DAY - 11/6/10 DATE - Saturday

SAFE COUNT										
NAME	OPEN: <u>None</u>		MID 1: <u>Turner</u>		MID 2:		MID 3:		CLOSE: <u>Sergio</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6:30am	2:15pm	2:20pm	3:05					3:25	11:50
\$0.01	10	9	9	5					5	84
\$0.05	14	14	14	8					8	8
\$0.10	45	35	35	5					5	5
\$0.25	160	140	140	70					70	30
\$1.00	75	79	79	69					69	185
\$2.00	0	0	0	0						
\$5.00	125	1025	1025	1035					1035	22269
\$10.00	0	0	0	50					50	
\$20.00	280	500	500	260					560	1060
OTHER \$'s	0	0	0	0						
Total Change Fund	1801	1802	1802	1802					1802	1802
# Tills/Total \$	16/266	0	0	0					Act	41200
# Till Drops	TL	6	6	0					TL	TL
Cust. Recov. Cert.	31	31	31	31					31	31
P-Card	(Y/N)	(Y/N)	(Y/N)	(Y/N)	Y/N	Y/N	Y/N	Y/N	(Y/N)	(Y/N)
# Tip Bags	TL	0	0	0					TL	TL
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep:	Deposit to Bank:
Cash Controller: <u>None Glover</u>	Taken By Cash Controller: <u>None Glover</u>
Preparing Deposit: <u>None Glover</u>	Date to Bank: <u>11.06.10</u>
Start Time: <u>12:00pm</u>	Time to Bank: <u>1:15</u>
Deposit Bag #: <u>129007569</u>	Deposit Bag #: <u>129007569</u>
Deposit Witness: <u>None Glover</u>	Banking Witness: <u>None Glover</u>
Deposit \$: <u>2688.80</u>	Bank Validated \$: <u>2688.80</u>
Completion Time: <u>12:30pm</u>	Bank Validation Time:
Change Order \$:	Change \$ Received: <u>0</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1194024	TS	48118956	EB	12:30
1643960	ST	48118957	EB	12:05

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS	
DAY - <u>Sunday</u>	DATE - <u>11/7/10</u>
<p>No 2% no choc powder.</p> <p>I made a mistake while ending my meal. I started 6:14 ended 6:44.</p>	
<p>Total - (5.52)</p>	

REGISTER 1 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Top	12556184	ST	3:20
Sergio	12556176	ST	12:05

REGISTER 1 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
82000			
Sergio			
Kimberly	(5.95)		

REGISTER 2 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Mona	12556182	ST	6:52

REGISTER 2 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kimberly	12556183	ST	7:30
Jesse	12556178	ST	10:52

Wachovia Bank
A Division of
Wells Fargo Bank, N.A.
Ninth Avenue & 15th Street
New York

REG	DEPOSIT TO ACCT# 2xxxxxxx4379
AMOUNT	\$2,479.42
Cash To	\$2,479.42
11/08/10	00152 0098 # 0000104
Time	11:24 AM

REGISTER 3 BOTTOM		TOP LOG	
PARTNER NAME	DROP BAG #	TIME	
Current Balance			
Initial	2479.68		
Amount	Reason		
235.81			
1384.39			
-1384.39			
1384.39			
463.82			
395.66			

REGISTER 3 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
271 - Starting Till		Cash	
271 - Starting Till		Cash	
271 - Starting Till		Cash	
272 - Starting Till		Cash	
274 - Starting Till		Cash	

129007568

Cash Management Log

DAY: Sunday DATE: 11/17/10

SAFE COUNT										
NAME	OPEN: <u>Dance</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>Sevino</u>					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>10:30</u>	<u>30</u>							<u>3:00</u>	<u>11:50</u>
\$0.01	<u>4</u>	<u>4</u>							<u>4</u>	<u>0</u>
\$0.05	<u>8</u>	<u>8</u>							<u>8</u>	<u>2</u>
\$0.10	<u>5</u>	<u>5</u>							<u>5</u>	<u>0</u>
\$0.25	<u>30</u>	<u>30</u>							<u>30</u>	<u>0</u>
\$1.00	<u>60</u>	<u>45</u>							<u>45</u>	<u>18</u>
\$2.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$10.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$20.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
OTHER \$'s	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>1807</u>	<u>1802</u>							<u>1807</u>	<u>1800</u>
# Tills/Total \$	<u>1200</u>	<u>0</u>							<u>1200</u>	<u>4280</u>
# Till Drops	<u>12</u>	<u>12</u>							<u>12</u>	<u>12</u>
Cust. Recov. Cert.	<u>31</u>	<u>31</u>							<u>31</u>	<u>31</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>27</u>	<u>0</u>							<u>27</u>	<u>0</u>
Comments:										

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controlled: _____	Taken By Cash Controller: <u>D. Huber</u>
Preparing Deposit: <u>D. Huber</u>	Date to Bank: <u>11.7.10</u>
Start Time: <u>11:29 A.</u>	Time to Bank: <u>11:31 A.</u>
Deposit Bag #: <u>1290075680</u>	Deposit Bag #: <u>1290075680</u>
Deposit Witness: <u>Monro</u>	Banking Witness: <u>Monro</u>
Deposit \$: <u>2479.68</u>	Bank Validated \$: <u>2479.68</u>
Completion Time: <u>12:15 P</u>	Bank Validation Time: <u>12:15 P</u>
Change Order \$: <u>N/A</u>	Change \$ Received: <u>0</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	_____
Date:	<u>11/17/10</u>
Partner Name:	<u>Monro</u>
Register ID	_____
Over/Short \$:	<u>0</u>
Comments:	_____

PARTNER TILL AUDIT #2	
Store Manager:	_____
Date:	_____
Partner Name:	_____
Register ID	_____
Over/Short \$:	_____
Comments:	_____

PARTNER TILL AUDIT #3	
Store Manager:	_____
Date:	_____
Partner Name:	_____
Register ID	_____
Over/Short \$:	_____
Comments:	_____

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1643960</u>	<u>SC</u>	<u>48118958</u>	<u>JP</u>	<u>12:05</u>

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:	TIME:	
CC WITNESS (mandatory):			
DROP BAG #'S:			

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments: _____	

*Witness on tip drop removals must be the scheduled cash controller

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Week 6
Nov 8 - 14

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

Cash Management Log

STORE COMMUNICATIONS

DAY - Monday DATE - 1/18/10

I lost my ring, If any one finds
a ring set it on the desk. No
2%, no venti cups.

total over \$ 3.10

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
DANNIE 7.08	12556168	DA	11:00
ELISE 1.15	12556164	TS	12:00

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
JOBG 4.93	12556170	DH	2p

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
ANDY 1.04	12556174	DA	12:00
JESSE 4.10	12556166	TS	8:15

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
NATALIE 9.39	12556067	DH	4:00

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

ID	Name	State	Current Balance
286	Deposit	Finalized	1957.19

Reference

Receptacle	Item	Amount
275 - Starting Till	Cash	549.59
276 - Starting Till	Cash	150.36
277 - Starting Till	Cash	813.56
279 - Starting Till	Cash	408.89
280 - Starting Till	Cash	34.79

Reason

129007567

BAG #	CC INITIALS	TIME

Wachovia Bank
A Division of
Wells Fargo Bank, N.A.
Ninth Avenue & 15th Street
New York

DEPOSIT TO ACCT# 2xxxxxxxx4379
AMOUNT \$1,957.19
Cash In \$1,957.19
11/09/10 00192 0051 # 0000044


Time: 12:28 PM

Calendar Date: 11/09/10
Deposit Effective Date: 11/09/10

Thank You For Your Business

DATE 11/5/10

DEPOSIT TICKET

 **STARBUCKS COFFEE COMPANY**
STORE #7255
8TH & 16TH

AMOUNT \$1,957.19

00192 0061 \$00000044
11/09/10 12:27 PM Cal Date: 11/09/10

117255 154059504:2080000364379

	DOLLARS	CENTS
CURRENCY	1957	00
COIN		19
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY David Smith

PRINT NAME [Signature]

DEPOSIT BAG # 129005675

TOTAL 1957 19

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TOTAL ITEMS ☒

OTHER ITEMS ARE NOT TO BE DEPOSITED HERE. IF YOU HAVE OTHER ITEMS TO DEPOSIT, PLEASE CALL 1-888-750-4545 FOR MORE INFORMATION. DEPOSITS MAY NOT BE CASHED FOR IMMEDIATE WITHDRAWAL.

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #Z57D1714

DEPOSIT TICKET

1957.19

Cash Management Log

DAY- Monday DATE- 11/8/10

SAFE COUNT										
NAME	OPEN: <u>none</u>		MID 1: <u>Dannell</u>		MID 2:		MID 3:		CLOSE: <u>Tiana</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>5am</u>	<u>11am</u>	<u>11am</u>	<u>4:00</u>					<u>4:07pm</u>	<u>10:40</u>
\$0.01	<u>0</u>	<u>0</u>	<u>0</u>	<u>15</u>					<u>15</u>	<u>10</u>
\$0.05	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>					<u>20</u>	<u>12</u>
\$0.10	<u>0</u>	<u>0</u>	<u>0</u>	<u>70</u>					<u>40</u>	<u>15</u>
\$0.25	<u>0</u>	<u>0</u>	<u>0</u>	<u>70</u>					<u>70</u>	<u>10</u>
\$1.00	<u>48</u>	<u>8</u>	<u>8</u>	<u>160</u>					<u>160</u>	<u>153</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$5.00	<u>350</u>	<u>225</u>	<u>225</u>	<u>820</u>					<u>820</u>	<u>805</u>
\$10.00	<u>20</u>	<u>20</u>	<u>20</u>	<u>0</u>					<u>0</u>	<u>20</u>
\$20.00	<u>1320</u>	<u>520</u>	<u>1520</u>	<u>620</u>					<u>620</u>	<u>720</u>
OTHER \$'s	<u>1800</u>	<u>0</u>	<u>0</u>	<u>150</u>					<u>150</u>	<u>150</u>
Total Change Fund	<u>1800</u>	<u>1775</u>	<u>1775</u>	<u>1795</u>					<u>1795</u>	<u>1795</u>
# Tills/Total \$	<u>40200</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
# Till Drops	<u>TL</u>	<u>5</u>	<u>5</u>	<u>0</u>					<u>0</u>	<u>0</u>
Cust. Recov. Cert.	<u>31</u>	<u>31</u>	<u>31</u>	<u>31</u>					<u>0</u>	<u>0</u>
P-Card	<u>(Y/N)</u>	<u>(Y/N)</u>	<u>(Y/N)</u>	<u>(Y/N)</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>(Y/N)</u>	<u>(Y/N)</u>
# Tip Bags	<u>7</u>	<u>9</u>	<u>9</u>	<u>0</u>					<u>0</u>	<u>0</u>
Comments:					<u>\$ shot</u>				<u>5\$ shot</u>	

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
<p>Deposit Prep:</p> <p>Cash Controller: <u>[Signature]</u></p> <p>Preparing Deposit: <u>[Signature]</u></p> <p>Start Time: <u>11:45</u></p> <p>Deposit Bag #: <u>1290075678</u></p> <p>Deposit \$: <u>1957.19</u></p> <p>Completion Time: <u>12:14</u></p> <p>Change Order \$: <u>1400</u></p> <p>Comments: _____</p>	<p>Deposit to Bank:</p> <p>Taken By Cash Controller: <u>[Signature]</u></p> <p>Date to Bank: <u>11/8/10</u></p> <p>Time to Bank: <u>12:15</u></p> <p>Deposit Bag #: <u>1290075678</u></p> <p>Banking Witness: <u>[Signature]</u></p> <p>Bank Validated \$: <u>1957.19</u></p> <p>Bank Validation Time: <u>12:14</u></p> <p>Change \$ Received: <u>1400</u></p> <p>Comments: _____</p>

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager: _____	Date: _____
Partner Name: _____	Register ID: _____
Over/Short \$: _____	Comments: _____

PARTNER TILL AUDIT #2	
Store Manager: _____	Date: _____
Partner Name: _____	Register ID: _____
Over/Short \$: _____	Comments: _____

PARTNER TILL AUDIT #3	
Store Manager: _____	Date: _____
Partner Name: _____	Register ID: _____
Over/Short \$: _____	Comments: _____

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>286516</u>	<u>DH</u>	<u>48118959</u>	<u>NS</u>	<u>4:00</u>
<u>194604</u>	<u>TS</u>	<u>48118961</u>	<u>KL</u>	<u>12:00</u>

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments: _____	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:	TIME:	
CC WITNESS (mandatory):			
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DAY -

DATE -

Pretty good Close. Nothing to Report.

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DROP LOG

TILL DROP LOG

REGISTER 2 BOTTOM

TILL DROP LOG

TILL DROP LOG

REGISTER 3 BOTTOM

TILL DROP LOG

129007566

Wachovia Bank
A Division of
Wells Fargo Bank, N.A.
Ninth Avenue & 15th Street
New York

DEPOSIT TO ACCT# 2xxxxxxxx4379
AMOUNT \$2,541.07

Cash In \$2,541.07
11/09/10 00192 0001 # 0000046

Time: 12:31 PM

Calendar Date: 11/09/10
Deposit Effective Date: 11/09/10

Thank You For Your Business.

DATE 11/09/10

DEPOSIT TICKET

CURRENCY	DOLLARS	CENTS
COIN	11	07
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY Andrew Daz

DEPOSIT VERIFIED BY Andrew Daz

PRINT NAME Andrew Daz

DEPOSIT BAG # 12965756110

TOTAL 2541 07

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

TO REORDER
CALL 1-888-750-4345
AND REFERENCE
ORDER #Z57D1714

TOTAL ITEMS 5

CHECKS AND OTHER ITEMS ARE
RETURNED FOR DEPOSIT SLIP
FORM. COMPLETION OF THE
FORM IS REQUIRED FOR ALL
ITEMS. UNLESS OTHERWISE
NOTED, ALL ITEMS MUST
BE AVAILABLE FOR REMOVAL
WITHIN 30 DAYS.

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #7255
8TH & 16TH

AMOUNT \$2,541.07

00192 0061 #0000046
11/09/10 12:31 PM CST Date: 11/09/10

117255 154059504:2080000364379

2541.07

Cash Management Log

DAY: Tuesday DATE: 11.9.10

SAFE COUNT										
NAME	OPEN: <u>Memo</u>	MID 1: <u>Dan</u>	MID 2:	MID 3:	CLOSE: <u>T.ern</u>					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME		7:50	7:50	40					4:08	11:00 PM
\$0.01	10	10	10	20					20	15
\$0.05	12	12	12	32					32	24
\$0.10	15	15	15	65					65	35
\$0.25	10	10	10	190					190	180
\$1.00	153	153	153	43					43	46
\$2.00	805	0	0	0					0	0
\$5.00	805	805	805	1160					1160	1130
\$10.00	20	20	20	110					110	168
\$20.00	720	720	720	180					180	240
OTHER \$'s	50	50	50	0					0	0
Total Change Fund		0	1795	1800					1800	1800
# Tills/Total \$	1795	1795	1795	0					0	4/200
# Till Drops	TL	TL	TL	2					0	0
Cust. Recov. Cert.	26	26	26	26					26	0
P-Card	(Y/N)	(Y/N)	(Y/N)	(Y/N)	Y/N	Y/N	Y/N	Y/N	(Y/N)	(Y/N)
# Tip Bags	TL	TL	TL	12					0	0
Comments:	\$5 short		Short #5							

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>D. Hrubec</u>	Taken By Cash Controller: <u>D. Hrubec</u>
Preparing Deposit: <u>11.22.10</u>	Date to Bank: <u>11.9.10</u>
Start Time: <u>11:22:10</u>	Time to Bank: <u>12:31</u>
Deposit Bag #: <u>1290075600</u>	Deposit Bag #: <u>1290075600</u>
Deposit Witness: <u>[Signature]</u>	Banking Witness: <u>[Signature]</u>
Deposit \$: <u>2541.07</u>	Bank Validated \$: <u>2541.07</u>
Completion Time: <u>11:40A</u>	Bank Validation Time: <u>12:31</u>
Change Order \$: <u>860</u>	Change \$ Received: <u>860</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1
Store Manager: _____
Date: _____
Partner Name: _____
Register ID: _____
Over/Short \$: _____
Comments: _____

PARTNER TILL AUDIT #2
Store Manager: _____
Date: _____
Partner Name: _____
Register ID: _____
Over/Short \$: _____
Comments: _____

PARTNER TILL AUDIT #3
Store Manager: _____
Date: _____
Partner Name: _____
Register ID: _____
Over/Short \$: _____
Comments: _____

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
280516	DLT	48118960	FD	3:30
114004	-5	48118962	JS	12:00 AM

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments: _____	

PARTNER TIP REMOVAL (weekly)		
PARTNER #	INITIALS	TIME
CC WITNESS (mandatory):		
DROP BAG #'S:		

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

DAY: Wednesday DATE: 11/10/10

SAFE COUNT										
NAME	OPEN: <u>Danue</u>		MID 1: <u>David</u>		MID 2:		MID 3:		CLOSE: <u>Sam</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5A	12:30	12:30	5:15					5:15	11:50
\$0.01	15	15	15	15					15	13
\$0.05	24	24	24	20					20	18
\$0.10	35	35	35	38					30	20
\$0.25	100	100	100	70					70	70
\$1.00	910	56	56	115					115	119
\$2.00	0	0	0							
\$5.00	1110	1010	1010	1000					1000	1000
\$10.00	160	160	160	130					130	150
\$20.00	260	400	400	420					420	460
OTHER \$'s	0	0	0	0					0	
Total Change Fund	1800	1800	1800	1800					1800	1800
# Tills/Total \$	40200	0	0	Act					Act	41200
# Till Drops	TL	5	5	TL					TL	TL
Cust. Recov. Cert.	26	26	26	26					26	26
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	TL	13	13	TL					TL	TL
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Cash Controller:	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1
Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2
Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3
Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
1490324	NS	48118963	TR	12PM
1643960	SL	48118964	TR	12:05

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)		
PARTNER #:	INITIALS:	
CC WITNESS (mandatory):	TIME:	
DROPPED BAG #S:		
TB48118953	TB48118959	
TB48118957	TB48118959	
TB48118956		
TB48118955		
TB48118954		
TB48118952		
TB48118951		
TB48118950		
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DAY -

DATE -

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DROP LOG

TILL DROP LOG

REGISTER 2 BOTTOM

TILL DROP LOG

TILL DROP LOG

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER	ADHOP BAG #	CC	TIME
		INITIALS	

Wachovia Bank
 A Division of
 Wells Fargo Bank, N.A.
 Ninth Avenue & 15th Street
 New York

DEPOSIT TO ACCT# 2xxxxxxxx4379
 AMOUNT \$2,530.01
 Cash to \$2,530.01

129007564

Wachovia Bank
A Division of
Wells Fargo Bank, N.A.
Ninth Avenue & 15th Street
New York

DEPOSIT TO AGGT# 2xxxxxxxx4379
AMOUNT \$2,530.01
Cash In
\$2,530.01

Cash Management Log

DAY- Thursday DATE - 11/11/10

SAFE COUNT										
NAME	OPEN: <u>none</u>		MID 1: <u>6:2</u>		MID 2:		MID 3:		CLOSE: <u>11:00pm</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>3pm</u>	<u>1:20pm</u>	<u>1:20</u>	<u>4:00</u>					<u>4:00pm</u>	<u>11:00pm</u>
\$0.01	<u>13</u>	<u>11</u>	<u>11</u>	<u>5</u>					<u>5</u>	<u>5</u>
\$0.05	<u>18</u>	<u>16</u>	<u>16</u>	<u>8</u>					<u>8</u>	<u>8</u>
\$0.10	<u>20</u>	<u>15</u>	<u>15</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$0.25	<u>20</u>	<u>10</u>	<u>13</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$1.00	<u>119</u>	<u>98</u>	<u>98</u>	<u>81</u>					<u>87</u>	<u>27</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$5.00	<u>1000</u>	<u>900</u>	<u>900</u>	<u>810</u>					<u>816</u>	<u>600</u>
\$10.00	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>					<u>150</u>	<u>140</u>
\$20.00	<u>460</u>	<u>600</u>	<u>600</u>	<u>760</u>					<u>740</u>	<u>1040</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
Total Change Fund	<u>1300</u>	<u>1300</u>	<u>1300</u>	<u>1800</u>					<u>1800</u>	<u>0</u>
# Tills/Total \$	<u>40200</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
# Till Drops	<u>TL</u>	<u>5</u>	<u>5</u>	<u>0</u>					<u>0</u>	<u>0</u>
Cust. Recov. Cert.	<u>22</u>	<u>22</u>	<u>22</u>	<u>22</u>					<u>22</u>	<u>22</u>
P-Card	<u>Y(N)</u>	<u>(Y)N</u>	<u>(Y)N</u>	<u>(Y)N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>(Y)N</u>	<u>(Y)N</u>
# Tip Bags	<u>TL</u>	<u>4</u>	<u>4</u>	<u>0</u>					<u>0</u>	<u>0</u>
Comments:										

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Cash Controller: _____	Taken By Cash Controller: _____
Preparing Deposit: _____	Date to Bank: <u>11/11/10</u>
Start Time: <u>1:30</u>	Time to Bank: <u>2pm</u>
Deposit Bag #: <u>1790025695</u>	Deposit Bag #: <u>1790025695</u>
Deposit Witness: <u>11/11/10</u>	Banking Witness: <u>11/11/10</u>
Deposit \$: <u>2530.01</u>	Bank Validated \$: <u>2530.01</u>
Completion Time: <u>2pm</u>	Bank Validation Time: _____
Change Order #: <u>0</u>	Change \$ Received: <u>0</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>1194004</u>	<u>TS</u>	<u>48118965</u>	<u>JS</u>	<u>6:00pm</u>
<u>1194004</u>	<u>TS</u>	<u>48118966</u>	<u>JS</u>	<u>12:00pm</u>

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments:	

*Witness on tip drop removals must be the scheduled cash controller

DAY - Friday

DATE - 11.12.10

1160

240-Q

1000

20-N

10-P

370

79053

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DROP LOG

REGISTER 2 TOP

TILL DROP LOG

REGISTER 2 BOTTOM

TILL DROP LOG

REGISTER 3 TOP

TILL DROP LOG

REGISTER 3 BOTTOM

TILL DROP LOG

REGISTER 4 TOP

TILL DROP LOG

DEPOSIT TO ACCT# 2XXXXXXXXX4379
AMOUNT \$2,498.93

12. 12.000

DRB 17149

Cash Management Log

DAY: Thursday DATE: 11/12/10

SAFE COUNT									
NAME	OPEN: <u>MOOR</u>	MID 1: <u>[Signature]</u>		MID 2:		MID 3:		CLOSE: <u>T. [Signature]</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	END
TIME	5 AM	11:15	11:15	4:00					4:10 11:00
\$0.01	5	15	15	15					15 8
\$0.05	6	20	26	12					12 8
\$0.10	08	0100	100	55					55 30
\$0.25	08	0240	240	130					130 70
\$1.00	29	29	29	68					68 99
\$2.00	0	1290	0	0					0 0
\$5.00	600	1290	1290	1296					1290 1365
\$10.00	120	120	120	130					130 200
\$20.00	1060	0	0	120					0 40
OTHER \$'s	0	0	0	0					0 0
Total Change Fund	1820	1820	1820	1820					1820 1820
# Tills/Total \$	40200	0	0	0					0 4/200
# Till Drops	12	0	0	0					0 0
Cust. Recov. Cert.	22	23	23	23					23 23
P-Card	Y(N)	(N)	(N)	(N)	Y/N	Y/N	Y/N	Y/N	0/N 0/N
# Tip Bags	12	5	5	0					0 0
Comments:	[Signature]								

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Cash Controller: <u>[Signature]</u>	Taken By Cash Controller: <u>[Signature]</u>
Preparing Deposit: <u>[Signature]</u>	Date to Bank: <u>11/12/10</u>
Start Time: <u>11:15</u>	Time to Bank: <u>12:00</u>
Deposit Bag #: <u>1290075637</u>	Deposit Bag #: <u>1290075637</u>
Banking Witness: <u>[Signature]</u>	Banking Witness: <u>[Signature]</u>
Deposit \$: <u>2498.93</u>	Bank Validated \$: <u>2498.93</u>
Completion Time: <u>11:45</u>	Bank Validation Time: <u>12:00</u>
Change Order \$: <u>1600</u>	Change \$ Received: <u>1600</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
1149029	FS	48118968	FS	11:45 AM

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

total short \$ -44.76

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sesse - 71.84			

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
David - 93			

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Donna - 3.96			
Donna	12550253	DH	3pm
Kirby	12550244	TS	6:38
-3.95			

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

Cash Management Log

DAY: Saturday DATE: 11/13/10

SAFE COUNT										
NAME	OPEN: <u>Danni</u>		MID 1: <u>6</u>		MID 2: <u>6</u>		MID 3: <u>6</u>		CLOSE: <u>Tenn</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6:30	1:30	1:20	4:00					4:08	11:00
\$0.01	8	8	8	8					8	4
\$0.05	8	8	8	8					8	4
\$0.10	30	30	30	30					30	5
\$0.25	70	70	70	70					70	0
\$1.00	99	99	99	99					99	111
\$2.00	0	0	0	0					0	0
\$5.00	1365	1365	1365	1365					1365	1111
\$10.00	200	200	200	200					200	1111
\$20.00	40	40	40	40					40	388
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	1820	1820	1820	1820					1820	1820
# Tills/Total \$	40	40	40	40					40	388
# Till Drops	12	4	12	8					12	8
Cust. Recov. Cert.	23	23	23	23					23	23
P-Card	(Y)N	(Y)N	(Y)N	(Y)N	Y/N	Y/N	Y/N	Y/N	(Y)N	(Y)N
# Tip Bags	12	7	12	0					12	8
Comments:										

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Cash Controller: _____	Taken By Cash Controller: _____
Preparing Deposit: _____	Date to Bank: <u>11/13/10</u>
Start Time: <u>1:30</u>	Time to Bank: <u>2 PM</u>
Deposit Bag #: <u>12400-5629</u>	Deposit Bag #: <u>12400-5629</u>
Deposit Witness: <u>Danni</u>	Banking Witness: <u>Danni</u>
Deposit \$: <u>2682.72</u>	Bank Validated \$: <u>2682.72</u>
Completion Time: <u>2:15</u>	Bank Validation Time: _____
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>
Comments: _____	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager: _____	Date: _____
Partner Name: _____	Register ID: _____
Over/Short \$: _____	Comments: _____

PARTNER TILL AUDIT #2	
Store Manager: _____	Date: _____
Partner Name: _____	Register ID: _____
Over/Short \$: _____	Comments: _____

PARTNER TILL AUDIT #3	
Store Manager: _____	Date: _____
Partner Name: _____	Register ID: _____
Over/Short \$: _____	Comments: _____

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
1144024	TS	48118970	SS	12:00 PM

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments: _____	

*Witness on tip drop removals must be the scheduled cash controller.

DATE -

[illegible]

DRB 17153

Cash Management Log

DAY: Sunday DATE: 11/14/10

SAFE COUNT										
NAME	OPEN: <u>anue</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>none</u>					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>6:30a</u>	<u>3pm</u>							<u>3pm</u>	<u>12:00am</u>
\$0.01	<u>40</u>	<u>4</u>							<u>4</u>	<u>0</u>
\$0.05	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$0.10	<u>5</u>	<u>5</u>							<u>0</u>	<u>0</u>
\$0.25	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$1.00	<u>111</u>	<u>96</u>							<u>96</u>	<u>80</u>
\$2.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>110</u>	<u>1065</u>							<u>1065</u>	<u>310</u>
\$10.00	<u>210</u>	<u>210</u>							<u>210</u>	<u>210</u>
\$20.00	<u>380</u>	<u>170</u>							<u>420</u>	<u>700</u>
OTHER \$'s	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>1820</u>	<u>1800</u>							<u>1800</u>	<u>1800</u>
# Tills/Total \$	<u>4020</u>	<u>0</u>							<u>0</u>	<u>40200</u>
# Till Drops	<u>TL</u>	<u>5</u>							<u>TL</u>	<u>TL</u>
Cust. Recov. Cert.	<u>23</u>	<u>23</u>							<u>23</u>	<u>23</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>TL</u>	<u>8</u>							<u>TL</u>	<u>TL</u>
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit to Prep	Deposit to Bank
Cash Controller: <u>D. Hube</u>	Taken By Cash Controller: <u>D. Hube</u>
Preparing Deposit: <u>11:10am</u>	Date to Bank: <u>11.14.10</u>
Start Time: <u>11:10am</u>	Time to Bank: <u>1:15</u>
Deposit Bag #: <u>1290075603</u>	Deposit Bag #: <u>1290075603</u>
Deposit Witness: <u>Remond, Sando</u>	Banking Witness: <u>Remond, Sando</u>
Deposit \$: <u>2239.43</u>	Bank Validated \$: <u>2139.43</u>
Completion Time: <u>11:14am</u>	Bank Validation Time:
Change Order \$: <u>NA</u>	Change \$ Received: <u>NA</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller.

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Week 7
Nov 15 - 21

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.

Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

DAY -

DATE -

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DROP LOG

REGISTER 2 TOP

TEL DROP LOG

REGISTER 2 BOTTOM

TILL DROP LOG

REGISTER 3 TOP

TILL DROP LOG

F

129007561

Name _____

Deposit

State

Opened

Amount ²⁷ \$

432.18

1185.14

186.08

Reason

TILL DROP LOG

G#	CC	TIME
	INITIALS	
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